

April 16, 2019

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, APRIL 16, 2019 IN THE CLARKDALE POLICE ANNEX, 49 N NINTH ST., CLARKDALE, AZ.**

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, April 16, 2019 at 4:00 p.m., in the Clarkdale Police Annex, 49 N Ninth St., Clarkdale, AZ.

**Planning Commission:**

Chair	Ida-Meri de Blanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Present
	Ben Kramer	Present

**Staff:**

Community Development Director	Jodie Filardo
Planning Manager	Beth Escobar
Project Manager	Mike Gray

1. **CALL TO ORDER:** Chair de Blanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL:** Director Filardo called the roll.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**
  - a. Consideration of the **Regular Meeting Minutes of January 15, 2019. Commissioner Kramer moved to approve the Regular Meeting Minutes of January 15, 2018. Commissioner Backus seconded. The motion passed unanimously.**

Voting Member	Aye/Nay
Chair Ida de Blanc	Aye
Vice Chair John Erickson	Aye
Commissioner Olguin	Aye
Commissioner Backus	Aye
Commissioner Kramer	Aye

**5. REPORTS:****Chairpersons and Members Report:**

Chair de Blanc reported that she continues to receive positive feedback regarding the Rain Spirit RV Resort.

Vice Chair Erickson reported that the March Gem & Mineral Show and Car Show and Chili Cook-off were both outstanding events.

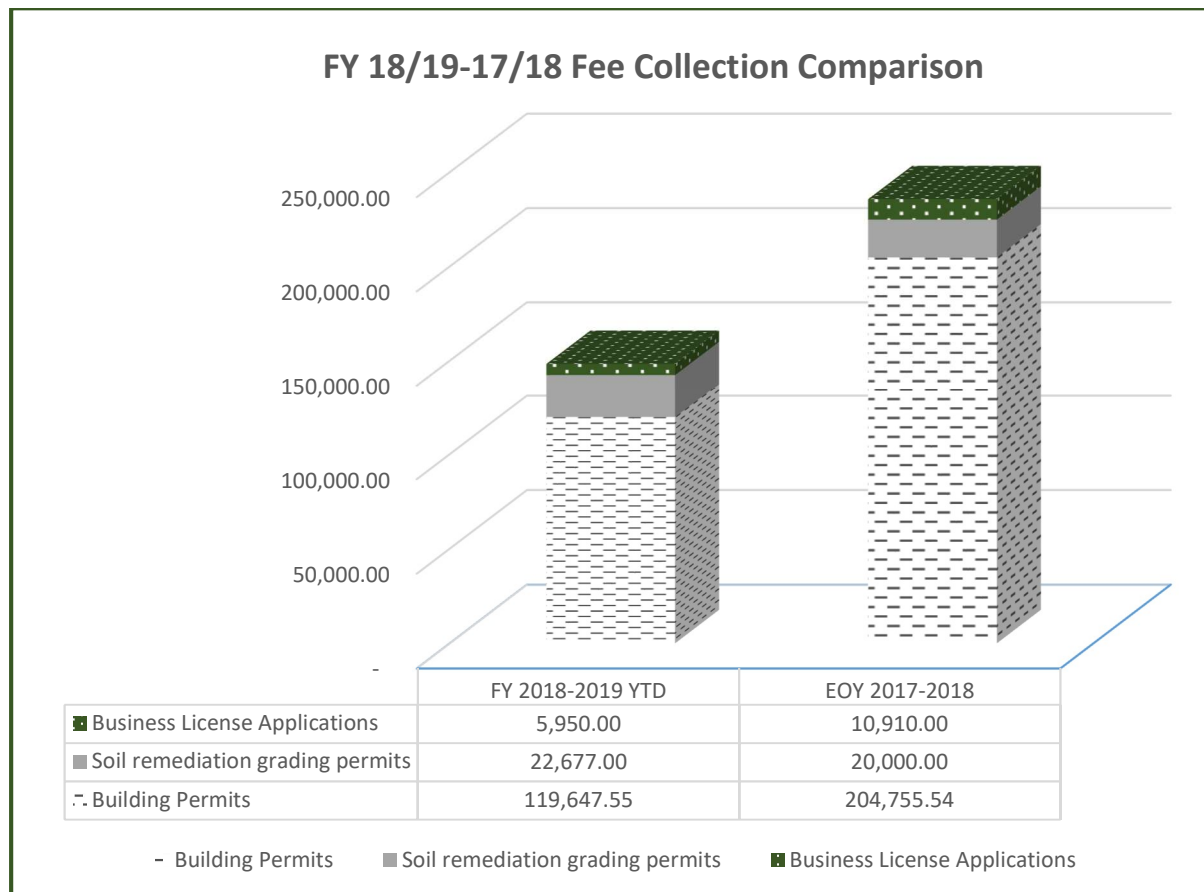
Planning Manager Escobar reported the Town Council had adopted the new Landscape Design Standards Ordinance at their April 9<sup>th</sup> meeting.

**Director's Report:**

**YTD Metrics as of March 2019 (75% of new fiscal year) –**

**Building Permit Fees Collected = 140% of annual goal of \$100,000.**

**Business License Applications = 82% of annual goal of \$7,000.**



**Open Projects –**

## \*\*\* PROJECT TYPE RECAP \*\*\*

PROJECT TYPE	# OF PROJECTS	BALANCE
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ACC - ACCESSORY STRUCTURE	11	0.00
BP - BUILDING OTHER	13	5,049.00
BP - BUILDING REMODEL	10	169.40
BPC - BUILDING COMMERCIAL	2	0.00
BPR - BUILDING RESIDENTIAL	41	19,085.30
CU - CONDITIONAL USE	1	0.00
DM - DEMOLITION	1	0.00
DRB - DESIGN REVIEW BOARD	5	0.00
EG - EXCAVATING & GRADING	9	328.00
ELECTRICAL - SOLAR	18	0.00
EP - ELECTRICAL	3	0.00
GSM - GRADING - SOIL REMED.	219	0.00
MH - MANUFAC HOME	1	0.00
PAD - PAD MINOR AMENDMENT	1	0.00
PL - PLUMBING	5	0.00
RE-ROOF - RE-ROOF	3	0.00
SG - SIGN	1	0.00
SPR - SITE PLAN REVIEW	1	0.00
WF - WALL/FENCE	18	25.00
*** TOTALS ***	363	24,656.70

**Project updates.**

ASU Project Cities Program Update. The intergovernmental agreement between the Town and the ASU Julie Ann Wrigley Global Institute of Sustainability is going to Council at the April 9<sup>th</sup> meeting for review and approval. Staff participated in a faculty match process through Zoom meeting as part of the Program on April 3<sup>rd</sup>. Project Cities from prior years (Glendale and Apache Junction) still are participating in the program with new projects for the upcoming semesters. Peoria and Clarkdale are the two new participants for this year. Based on our project goals, we made connections with two separate faculty teams from the Julie Ann Wrigley Global Institute of Sustainability: one specializing in urban reconstruction and one with a focus on planning internships and the Global Information System. There was a lot of enthusiasm for a variety of specific projects on which we can work together. On April 26<sup>th</sup>, the ASU project manager will be in Clarkdale to tour the town and to meet the staff.

**Marketing. Upcoming Events:**

- May 11<sup>th</sup> – Verde Valley Wine Festival, Town Park, 11 am – 5 pm, see [VerdeValleyWineFestival.com](http://VerdeValleyWineFestival.com) for details
- The schedule for this summer's concerts in the park is out. Please pick up a rack card when you next stop by the office.

**Census 2020:** Gov. Ducey issued an Executive Order for a state-wide Complete Count Committee. Staff's interpretation of the order is that the Town's CCC will now have a liaison at the State level, but aside from that, staff doesn't anticipate anything will change in terms of Clarkdale's participation.

**Parking Study.**

The first draft of the parking study was shared at the March CDBA meeting at which some valuable feedback was received. The second draft is in development now and is expected to include some traffic control changes in the Central Business District to accommodate more parking – especially parking in front of businesses along Main Street. The draft will be discussed with the Council next and is scheduled for the March 26<sup>th</sup> agenda at this time.

**Bioscience Roadmap Update.**

At this meeting, Director Filardo and Planning Manager Escobar had the pleasure of networking at this meeting with both Chip Davis and Supervisor Randy Garrison on an array of topics including streets funding approaches and a call center location. More discussions will take place on both topics in the future. In addition, the work highlighted in the Flinn Foundation event regarding infectious microbes and their related drug resistance makes one thankful that Dr. Paul Keim and his team at NAU are hard at work to both track the genetics of these strains of disease around the world and to invent ways of stopping the spread of these diseases.

**USDA Rural Business Development Grant for parking support.**

Following Council approval of the Town's application for a \$30,000 grant to support parking improvements in the Central Business District, staff sent out an urgent request for letters of support to the Clarkdale Downtown Business Alliance. Three letters were required to accompany our application. Thanks to our responsive business community who raced in to help, in less than a day we received **15** letters, documenting over 40 employees working in the area. All letters accompanied our application were mailed with the application.

**Parking Plan for Central Business District.**

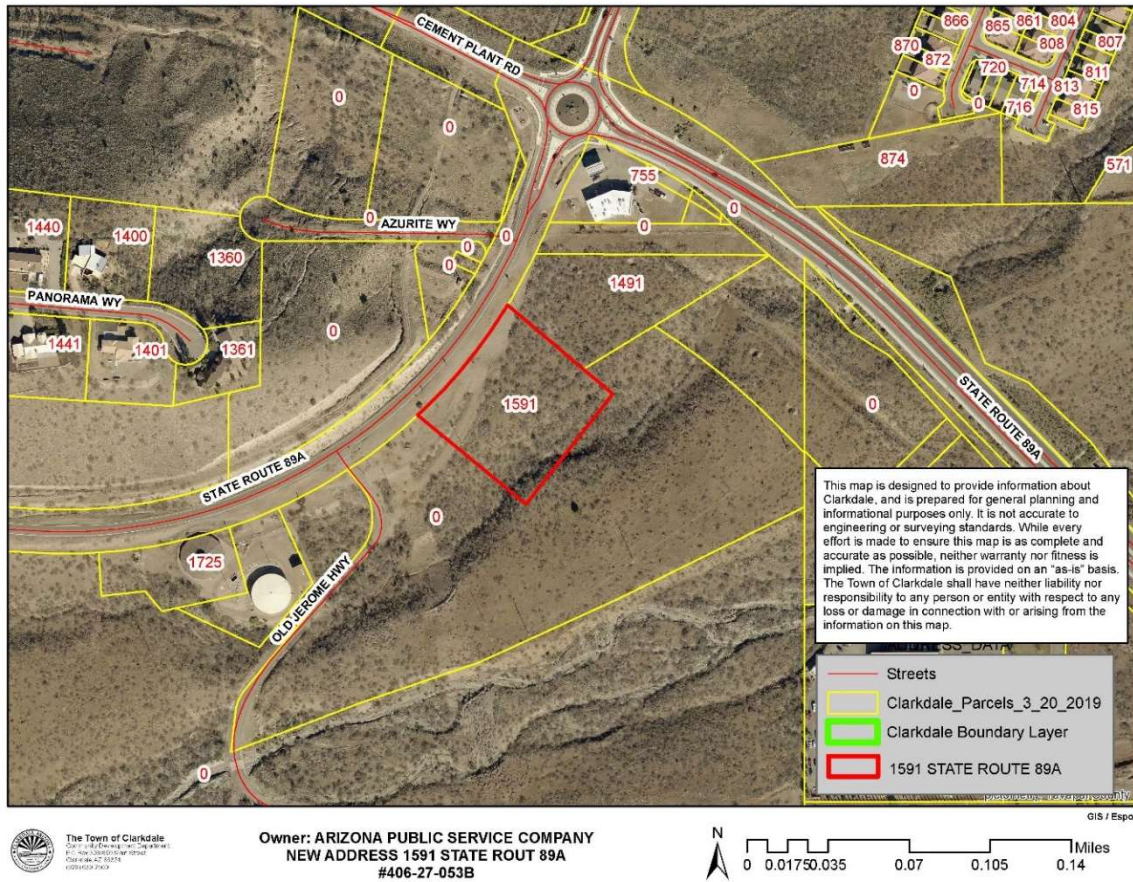
In the one day following Council's direction to proceed with contacting businesses and homeowners for feedback, staff had conversations with Glenarm Investments and Backus Building Companies. Each requested reductions in the number of ADA spaces allocated on Main Street from six per block to four per block. We also received a suggestion to add one ADA space on

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Tenth and one on Ninth between Main and First South Streets. A phone call was made to Group 2 Storage requesting a meeting to go over the plan as well which has since been scheduled.

#### Design Review Board Updates:

Staff received two DRB applications for the May 1, 2019 meeting. One is for a “sandwich board” style portable sign for Su Casa restaurant, located at 1000 Main Street. The second application is for site plan and design review of an Arizona Public Service substation to be located on a parcel APS recently purchased at 1591 SR89A adjacent to the proposed location of the new fire station.



#### Water Harvesting Brochure:

After discussion with Public Works-Utilities Director regarding Mandalay Homes' desire to explore water conservation methods for their new homes in Mountain Gate, staff is designing an informational handout regarding rainwater harvesting best practices.

#### **6. NEW BUSINESS:**

- a. **DISCUSSION/POSSIBLE ACTION** regarding a Housing Snapshot report provided to Town Council on March 26, 2019.

Planning Manager Escobar provided a summary of the presentation and informed the Commission that Council had given direction to pursue an ADU Ordinance and a Fractional Zoning Ordinance.

Commission Discussion: Commissioner Olguin asked about a projected timeline. Escobar responded that staff hopes to have draft ordinances to the Commission for review by August of this year. Extensive public input will be sought regarding both of these proposed code changes.

**No action was taken on this item.**

- b. DISCUSSION/POSSIBLE ACTION** regarding amendments to the Zoning Code to adopt a definition and regulations for temporary uses.

Planning Manager Escobar summarized the staff report:

**Background:**

During a review of a request to establish temporary uses on the Freeport McMoRan property along Sycamore Canyon Road it was discovered that the Clarkdale Zoning Code does not address temporary uses.

Staff is recommending adoption of regulations to address temporary uses and structures. New regulations would adopt definitions, establish regulations controlling this type of land use and adopt criteria for obtaining a temporary use permit.

**Temporary Uses**

Occasionally property owners may wish to establish temporary uses on their land. Temporary uses are short-term uses. Examples of temporary uses include Christmas tree sales, filming and related activities and construction support activities. Emergency shelters established to address housing for disaster victims would be an example of a temporary use.

Temporary uses typically, but not always, occur prior to the establishment of any permanent use on a property. For example, establishing a construction site prior to developing a subdivision is a typical temporary use.

Staff is recommending temporary uses be allowed in all zoning districts and has drafted a list of standards for the operation of temporary uses.

Temporary uses should not be confused with special events. A special event occurs on a property with an already established permanent use and is generally an expansion of that established use.

**Action Needed**

This is a discussion item only. Staff is requesting input from the Planning Commission regarding adoption of temporary uses regulations.

**Commission Discussion:**

- Vice Chair Erickson asked what accommodations were made for Freeport McMoRan. Director Filardo responded that they were allowed to proceed with their proposed temporary uses through a Minor Amendment to the Planned Area Development for Verde Valley Ranch.
- Commissioner Kramer suggested modifying the language in 4.A.2 to allow for emergency situations where a 30-day permit application requirement is not feasible.
- Commissioner Kramer also suggested language be in place regarding neighborhood notification.
- Commissioner Backus asked about the proposed fee. Planning Manager Escobar stated we would research fees in other communities and determine an appropriate fee in our community before presenting a fee to Council for consideration.

**Commission Action: The Commission directed staff to incorporate the suggested changes and schedule the draft ordinance for a public hearing on May 21, 2019.**

7. **FUTURE AGENDA ITEMS:** As noted above.

8. **ADJOURNMENT:**

**Vice Chair Erickson moved to adjourn the meeting. Commissioner Kramer seconded the motion. The meeting was adjourned at 4:40.**

APPROVED BY:

SUBMITTED BY:

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Ida de Blanc  
Chairperson

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Beth Escobar  
Planning Manager